

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Intelligence Training Division

SUBJECT: Weekly Report--30 October 1952

DATE: 30 October 1952

~~CONFIDENTIAL~~

1. The staff of the Intelligence School has been engaged on reading the examination papers of the trainees who completed their course on 24 October and on preparing the schedule for the course opening on 10 November. A report on the last course, P.T. V, will be submitted separately.

2. The Reading Improvement Branch is currently training  students each day. Two Agency and one covert class will complete training on 31 October. New classes are scheduled for 17 November.

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3. A couple of carpenters were observed in Alcott Hall in the early part of this week, and it is presumed that work on alterations in Wings A and D will begin soon. While the work is being done in Wing D the Reading Laboratory will carry on a limited program in its former quarters along the main corridor.

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4.  is leaving the division this week on his retirement from the Foreign Service. He has left for staff use various notes, outlines, and other materials pertaining to subjects for which he was responsible in the BIC.

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